

CITY OF KIRTLAND
PLANNING AND ZONING COMMISSION

MINUTES OF THE MEETING
FEBRUARY 12, 2024

The meeting was called to order by Chairman Denk at 7:05 p.m. Present were Commission members Richard DeMarco, Michael Denk and Lita Laven. Daniel Laux and Joseph Vinciquerra were absent.

Also present were Mayor Kevin Potter, Assistant Law Director Mark Marong, City Engineer Douglas Courtney and Council President Joseph Smolic.

ELECTION OF OFFICERS

1. Chairman

Mr. DeMarco nominated Michael Denk as Chairman, with the second by Ms. Laven. There being no further nominations, Michael Denk was elected as Chairman upon roll call vote, passed 3-0 (Ayes – DeMarco, Laven and Denk; Nays – None).

2. Vice Chairman

Ms. Laven nominated Richard DeMarco as Vice Chairman, with the second by Mr. Denk. There being no further nominations, Richard DeMarco was elected as Vice Chairman upon roll call vote, passed 3-0 (Ayes – DeMarco, Laven and Denk; Nays – None).

3. Secretary

Mr. DeMarco nominated Lita Laven as Secretary, with the second by Mr. Denk. There being no further nominations, Lita Laven was elected as Secretary upon roll call vote, passed 3-0 (Ayes – DeMarco, Laven and Denk; Nays – None).

MINUTES OF THE JANUARY 8, 2024 WORK SESSION

Mr. DeMarco moved to approve the minutes as presented, with the second by Ms. Laven. Upon roll call vote, the motion passed 3-0 (Ayes – DeMarco, Laven and Denk; Nays – None).

MINUTES OF THE JANUARY 8, 2024 MEETING

Mr. DeMarco moved to approve the minutes as presented, with the second by Ms. Laven. Upon roll call vote, the motion passed 3-0 (Ayes – DeMarco, Laven and Denk; Nays – None).

MINUTES OF THE JANUARY 16, 2024 COMBINED MEETING

Mr. DeMarco moved to approve the minutes as presented, with the second by Ms. Laven. Upon roll call vote, the motion passed 3-0 (Ayes – DeMarco, Laven and Denk; Nays – None).

PUBLIC SESSION:

PUBLIC REQUESTS

Brendan Kearney, The Kirtland Tavern – Proposed Building Sign at 9378 Chillicothe Road

Brendan Kearney was present in this regard. It was noted that this is a replacement of an existing sign; it will be placed in the same location on the building. The size of the sign is 3 ft. x 5 ft. With regard to lighting, Mr. Kearney said they would like to place gooseneck lights just above the sign. There was discussion regarding the proposed lighting. Mr. Denk advised that the light needs to be directed toward the face of the sign. Answering Mr. Denk, Mr. Kearney said the light would be turned off after the hours of operation.

There were no questions or comments from the public in this regard. Mr. DeMarco moved to approve the proposed new building sign at 9378 Chillicothe Road, with the condition that illumination of the sign shall be a single gooseneck light, added directly above the sign and approved by the Lake County Building Department; and the light will shut off after the hours of operation cease. Ms. Laven provided the second. Upon roll call vote, the motion passed 3-0 (Ayes – DeMarco, Laven and Denk; Nays – None).

Shane Kuhn, Dominion Energy – Conceptual Site Plan for 8909 Euclid Chardon Road

Shane Kuhn of Dominion Energy was present in this regard and advised that he is the engineer and project manager for the project. He advised that Dominion Energy owns 2.02 acres - two parcels at 1.01 acres each - at this location; the property is zoned R-3A. Mr. Kuhn advised that the existing site was built in 1961 when the pipelines were laid, and this is their next station to be replaced due to its age and condition. He advised that the whole site will be demolished and replaced, including linear fencing, existing structures, and the concrete drive. He said the standard fence is 7 ft. chain link with 1 ft. of barbed wire at the top, but they are open to suggestions; they have installed vinyl and wood fences at other stations. He noted that the existing 40 ft. x 30 ft. brick concrete building will be replaced with a 55 ft. x 45 ft. building, and the 8 ft. x 8 ft. and 7 ft. x 7 ft. metal structures will be replaced with a 20 ft. x 20 ft. building; they typically do a green exterior with white trim.

With regard to the fence, Mr. Denk said the Commission would prefer no barbed wire. Given the proximity to residences, Commission members favored a fence that is more aesthetically pleasing. Mr. Kuhn said he can provide sample pictures of fences for the next meeting.

Mr. Kuhn said that some of the residents and Lake Farmpark have agreed to allow them to use property for temporary workspace during construction.

With regard to the surrounding neighborhood, Mayor Potter inquired about hours of construction, noting that there are ordinances relating to construction noise. Mr. Kuhn said they follow the local ordinances for construction schedule and noise. With regard to landscaping, Mr. Kuhn said there will be a landscape plan submitted with the application; he noted they will replace the existing landscaping that is on two sides of the property.

Mr. Denk inquired about the project time frame. Mr. Kuhn said they plan to start in April, with completion in October; there will be some restoration toward the end of the year.

There was discussion regarding whether a conditional use permit will be needed for this use in the residential district. Mr. Kuhn said the facility was built in 1961, and they do not have a record of a conditional use being issued. Mr. Marong said it could be a legal non-conforming use that predates the zoning regulations; he said he will look into whether a conditional use permit is needed.

Mr. Denk inquired about lighting. Mr. Kuhn said their buildings do have exterior lights, subject to the regulations of the municipality. Mr. Kuhn said there is currently a streetlight and a small light at the entrance.

Mr. Kuhn advised there is no water or sewer on the site. He said there are no retention ponds planned.

Mr. Kuhn advised that when the project starts, he will provide contact information for the contractor, and the contractor will register with the City as required. He said that Dominion will be on site for inspection for the duration of the project.

There was discussion regarding landscaping and screening. Mr. Kuhn said they will work with the City to make sure the site is pleasing to the City and the residents.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None.

WORK SESSION:

Communications and Bills:

1. City Council Meeting Minutes – January 3, 2024 Work Session and Council Meeting; January 16, 2024 Work Session and Council Meeting.
2. Zoning Permits Report – January 1, 2024 to January 31, 2024.

Old Business:

Review of Zoning Ordinances

It was noted that the document prepared by Mr. Lallo addresses the potential amendments to the zoning code. Mr. Marong explained the process, noting that once the Commission is satisfied with the language, a public hearing will be held. The Commission would consider public comments and make changes if desired, and then a recommendation would be made to Council.

Mr. Denk noted that the Commission also wanted to consider making changes to some definitions. Mr. Marong suggested that proposed amendments could be addressed by the Commission in phases.

It was noted that the document prepared by Mr. Lallo includes Chapter 1285, but there are no proposed amendments yet. Mr. Marong advised that the public hearing would be only for the sections that are proposed for amendment.

Ms. Laven noted that the City Engineer also advised that Chagrin River Watershed Partners provided an updated model ordinance for riparian setbacks; Mr. Courtney had reviewed the model ordinance and sent it to Mr. Lallo for his review. It was noted this can also be addressed separately. There was discussion regarding various past applications relating to the riparian ordinances.

For the purpose of the public hearing, Mr. Denk said he would also like to address the minor proposed changes in the outdoor lighting ordinance, and some other sections with very minor proposed amendments. He suggested that the public hearing be scheduled for the April meeting.

New Business:

None.

Adjournment

There was no further business before the Commission, and Mr. DeMarco moved to adjourn. Ms. Laven provided the second, and the motion passed upon unanimous vote. The meeting adjourned at 8:10 p.m.

CHAIRMAN

SECRETARY